

**FREDERICK COUNTY**  
**Local Emergency Planning Committee (LEPC)**  
**Meeting Agenda**

**DATE:** February 8, 2016

**TIME:** 8:30am

**LOCATION:** Public Safety Training Facility, Conference Room #126  
5370 Public Safety Place  
Frederick, MD 21704

**CALL TO ORDER:**

- Introduction and welcome of LEPC members and guests

**MEETING MINUTES**

- Action on previous meeting minutes

**COMMITTEE REPORTS:**

- External Standing Committee
- Internal Standing Committee

**OLD BUSINESS:**

- 2016 Membership<sup>1</sup>

**NEW BUSINESS:**

- Nomination and Election of Officers<sup>2</sup> for CYs 2016 – 2017
  - Chair (Barbara Rosvold)
  - Vice Chair (Seamus Mooney)
  - Community Emergency Coordinator (Jack Markey)
  - Secretary (Rhonda Cunningham)
- National Response Center Notification(s)

**ROUNDTABLE DISCUSSION:**

- Issues/events pertinent to the mission of the LEPC

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<sup>1</sup> Current list of voting members attached

<sup>2</sup> Duties of each position attached. Names in parenthesis have been nominated, and additional nominations will be received at the meeting before the voting.

## **LEPC 2016 VOTING MEMBERS**

### **State and Local Officials**

Jan Gardner, County Executive  
Doug Browning, Chief Administrative Officer  
Randy McClement, Mayor, City of Frederick  
Carroll Jones, City of Brunswick / Frederick Co. Chapter of the MD Municipal League  
Michael Chomel, Senior Assistant County Attorney  
Charles Nipe, Director, Division of Public Works (DPW)  
David Ennis, Department Head, Department of Highway and Facility Maintenance (DPW)  
Robin Santangelo, Frederick County Public Information Officer

### **Law Enforcement**

Milt Frech, Chief, Brunswick Police Department  
Chuck Jenkins, Frederick County Sheriff  
Dave Martin, Captain, Frederick County Sheriff's Office  
Ron Hibbard, Captain, Frederick County Sheriff's Office  
Edward Hargis, Chief, Frederick Police Department  
Bruce DeGrange, Lieutenant, Frederick Police Department  
Stephanie Sparks, Officer First Class, Frederick Police Department  
Harry "Wayne" Wachsmuth, Lieutenant, Maryland State Police  
Gregory Eyder, Chief, Thurmont Police Department

### **Civil Defense**

Jack Markey, Director, Division of Emergency Management  
Seamus Mooney, Director, Department of Emergency Preparedness  
Steve Cooper, EM Planner II, Department of Emergency Preparedness  
Rhonda Cunningham, Administrative Aid, Department of Emergency Preparedness  
John Woelfel, Director, Department of Emergency Communications  
Philip Lambert, Administrator, Department of Emergency Communications

### **Firefighting**

Thomas Owens, Director/Chief, Division of Fire and Rescue Services (DFRS)  
Paul 'Doug' Wallick, Battalion Chief, Division of Fire and Rescue Services (DFRS)  
Steve Schultz, Captain, Division of Fire and Rescue Services (DFRS)  
Jay Schwab, Lieutenant, Division of Fire and Rescue Services (DFRS)  
Clarence Jewell, Director, Division of Volunteer Fire and Rescue Services (VFRS)  
Timmy Shelton, Volunteer Fire and Rescue Services (VFRS)  
Brian Wheeler, Chief, Fort Detrick Fire Department

### **Health**

Dr. Barbara Brookmyer, Health Officer, Frederick County Health Department  
Barbara Rosvold, Director of Public Health Preparedness, Frederick County Health Dept.

### **Hospital**

Philip Giuliano, Security Manager, Frederick Regional Health System  
Mike Kane, Emergency Preparedness Coordinator, Frederick Regional Health System

### **Community Groups**

Mike Kepler, American Red Cross/Government Liaison - Chesapeake Region, Western Territory  
Korri Faria, American Red Cross/Disaster Program Manager for Western Maryland  
Mike Spurrier, Frederick Community Action Agency  
Andy Dewese, Frederick Community Action Agency  
Laurie Shah, Health & Safety Officer, Maryland School For The Deaf

### **Owners and Operators of Facilities**

Robert McNamara, Environmental Health and Safety Coordinator, Trans-Tech Inc.  
Gino Lombardi, Facilities Manager, Trans-Tech Inc.  
Joyce Renner, Loss Prevention Specialist, State Farm Insurance  
Ross Smith, Information Security Manager, NIH/NCI  
David Sousa, EHS Manager, Saputo Dairy Foods USA, LLC  
Paul Janssen, District Manager - Risk Management, CSX

### **Broadcast and Print Media**

None

## LEPC OFFICER DUTIES

### ➤ **Chair**

- The powers and duties of the Chair shall be to preside at meetings of the LEPC, appoint such standing or ad hoc workgroups as shall be needed to conduct the business of the LEPC, serve as the (nonexclusive) spokesperson for the LEPC, act as the coordinating official with the SERC, and have such other powers and duties as are customary for the presiding officer on similar committees and boards.

### ➤ **Vice Chair**

- The powers and duties of the Vice Chair shall be to carry out the duties of the chair during his/her absence, and to carry out other duties as may be directed by the Chair.

### ➤ **Community Emergency Coordinator**

- The Community Emergency Coordinator shall coordinate LEPC activities with all involved parties, including government agencies, business and industry, and voluntary organizations in hazardous materials planning. Emergency notifications to the Community Emergency Coordinator as required in 42 U.S.C Section 11004 (b) (1) are to be made to Frederick County, MD, 9-1-1 center.

### ➤ **Secretary**

- The Secretary shall keep a written record of all business transacted by the Board, give notice to all members of all meetings, keep on file all official records of the committee, and certify all records and reports of the LEPC.
- The Secretary will also serve as both the Internal and Public Information Officer and shall prepare and distribute information to the LEPC members, public and media on LEPC activities and news, provide public notice of the availability of plans and other information, serve notice of all hearings and public meetings, and update the LEPC website.